

CRIMINALIST MANAGER

OPEN – STATEWIDE

CONTINUOUS FILING



State of California
DEPARTMENT OF
JUSTICE
P. O. Box 944255
Sacramento, CA 94244-2550

CALIFORNIA STATE GOVERNMENT • AN EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.

IT IS THE OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

EXAMINATION TYPE This is an open continuous filing examination.

WHO SHOULD APPLY Persons who meet the minimum qualifications as stated on this examination bulletin.

HOW TO APPLY Examination Applications (Form STD. 678) are available at the Department of Justice Offices (www.ag.ca.gov), State Personnel Board Offices (www.spb.ca.gov), local Offices of the Employment Development Department (www.edd.ca.gov) and may be mailed or filed in person:

Mailing Address:
**Department of Justice
Testing and Selection Unit
P.O. Box 944255
Sacramento, CA 94244-2550**

File in Person:
**Department of Justice
Testing and Selection Unit
1300 "I" Street, 1st Floor Lobby
Sacramento, CA 95814**

DO NOT SUBMIT APPLICATIONS BY E-MAIL OR TO THE STATE PERSONNEL BOARD OR BY INTERAGENCY MAIL.

CROSS FILERS If you meet the entrance requirements for the Criminalist Supervisor and Criminalist Manager examinations with the same filing date, you may file for both examinations on the same application.

SPECIAL TESTING ARRANGEMENTS If you have a disability and need special testing arrangements, mark the appropriate box in the "Application for Examination." You will be contacted to make specific arrangements.

SALARY \$7483 - \$8665

ELIGIBLE LIST INFORMATION Competitors can be tested only once during a 9-month period. Competitors' must submit their application within the testing period to be considered for that test administration. A departmental eligible list will be established for 12 months. The list will expire 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period. Names of successful competitors are merged into the eligible list in order of final scores, regardless of the test date. The resulting eligible list will be used to fill vacancies at the Department of Justice.

Positions exist statewide with the Department of Justice.

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**REQUIREMENTS
FOR ADMITTANCE
TO THE
EXAMINATION**

All applicants must meet the education and/or experience requirements for this examination by the final filing date. Experience applicable to one of the following patterns may be combined on a proportional basis with experience applicable to other patterns to meet the total experience requirement.

State employees, who are currently appointed to a permanent full-time position and have attained permanent status at the Criminalist Manager level or higher, may not take this examination per Government Code Section 18935(b).

**MINIMUM
QUALIFICATIONS**

Either I

One year of experience in the California state service performing the duties of a Criminalist Supervisor.

Or II

Experience: Broad and extensive (more than five years) of professional experience in a physical or biological science laboratory setting performing the duties of a chemist, biochemist or a related position. This experience must have included at least two years as a supervising criminalist. (One year of postgraduate education in one of the physical or biological sciences may be substituted for one year of the required general experience.) Experience in California state service applied toward this requirement must include at least one year performing the duties of a Criminalist Supervisor.

and Education:

Equivalent to graduation from college with a major in one of the physical or biological sciences, including the equivalent of eight semester hours of general chemistry and three semester hours of quantitative analysis.

Or III

Experience: Broad and extensive (more than five years) of professional experience in a physical or biological science laboratory setting performing independent research related to Forensic Science. This experience must have included at least two years in the design and direction of scientific research. This experience must also have included at least two years of supervision. (Possession of a master's degree in a physical or biological science may be substituted for one year of experience and possession of a Ph.D. in a physical or biological science may be substituted for two years of the required experience.) Experience in California state service applied toward this requirement must include at least one year performing the duties of a Criminalist Supervisor.

and Education:

Equivalent to graduation from college with a major in one of the physical or biological sciences, including the equivalent of eight semester hours of general chemistry.

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**DEFINITION OF
TERMS IN MINIMUM
QUALIFICATIONS**

Physical Sciences: Chemistry (any type), biochemistry, biology, physics, geology, mineralogy, petrology, chemical engineering, forensic science, pharmacology, microbiology, biological sciences, entomology and criminalistics.

Quantitative Analysis: Involves the measurement of quantities of substances produced in reactions rather than simply noting the nature of reactions. Quantitative Analysis seeks to establish the amount of a given element or compound in a sample. This requirement can be satisfied by the completion of other courses which contain specific topics in analytical chemistry such as:

Chemical Equilibrium
Oxidimetric Analysis
Photo Detector Systems
Phase Equilibrium
Aqueous phase
Vapor phase
Liquid Chromatography
Properties of Gases
Polychromatic Nature of Light
Quantitative Spectrometry
Quantitative Infrared Spectroscopy.

THE POSITION

The **Criminalist Manager** plans, organizes and directs the criminalistic program in an assigned area of the State. Incumbents at this level must supervise two or more Criminalistic Supervisors. May also direct complex and sensitive forensic projects which have a significant impact on the Bureau or the field of criminalistics.

**SPECIAL
PERSONAL
CHARACTERISTICS**

Tact, patience, and keenness of observation.

**EXAMINATION
INFORMATION**

This examination will consist of a Qualified Appraisal Interview (QAP). The interview will include a number of predetermined job-related questions. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained.

COMPETITORS WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED
QUALIFICATIONS APPRAISAL INTERVIEW – WEIGHTED 100.00%

**EXAMINATION
SCOPE**

Knowledge of:

1. Modern scientific methods and techniques used in investigations of major crimes and crime scenes (based on experience obtained through examination of complex case evidence, and/or reconstruction of major crime scenes, and/or processing of complex crime scenes, and/or processing clandestine laboratories).
 2. Current court issues challenging the admissibility of evidence or analytical results and conclusions (based on candidate's testimony in complex cases).
 3. Current quality practices in a forensic laboratory.
 4. Effective supervisory principles, practices, and techniques to appropriately and effectively plan, oversee, and direct the work of activities of subordinate staff.
 5. The Department's Equal Employment Opportunity Program and the processes available to meet the Equal Employment Opportunity.
 6. A manager's role in the Equal Employment Opportunity Program and the processes available to meet Equal Employment Opportunity.
 7. Budget, purchasing and the hiring process for the laboratory.
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**EXAMINATION
SCOPE
(Continued)**

Ability to:

1. Recognize the need for and develop, evaluate and validate new test methods and procedures.
2. Analyze situations accurately and take effective action.
3. Instruct law enforcement and forensic personnel in criminalistics, evidence collection, preservation and documentation.
4. Prepare a laboratory for ASCLD/LAB Accreditation or maintain the current accreditation status.
5. Oversee administration of the laboratory including purchasing, budgeting and personnel actions.
6. Carry out the policies and procedures of the Division of Law Enforcement.
7. Effectively contribute to the Department's Equal Employment Opportunity objectives.
8. Interpret and analyze information in order to draw valid and supportable conclusions.
9. Orally communicate in person and via telephone in a courteous, professional manner with a variety of individuals, taking the nature of the audience into account.
10. Work quickly to handle rush or urgent projects without prior notice and with a quick turnaround required.
11. Give clear, accurate instructions and directions to a variety of audiences.
12. Assign and delegate work to subordinate staff, ensuring that such assignments are equitable and reasonable based upon the relative qualifications and work load demands of individual staff members.
13. Effectively supervise a culturally diverse subordinate staff ensuring that supervisory and management decisions are sensitive to the impact of culturally diverse perceptions.
14. Maintain a high level of morale in the work unit, providing staff a sense of worth in work tasks accomplished and allowing staff input into the professional environment of the work unit.
15. Recognize and determine the need to shift priorities, staffing, and/or resources to maximize unit operations and/or address changes in assigned goals and objectives.
16. Convey expectations, priorities, and vision to others.
17. Perform and make decisions following the highest ethical standards.
18. Handle and resolve conflicts, confrontations and disagreements in a positive, constructive and personally respectful manner to minimize negative personal impact.

**BACKGROUND
INVESTIGATION
INFORMATION**

Under Section 432.7(e) of the Labor Code, persons seeking employment with the Department of Justice may be asked to disclose arrest or detention information regardless of whether or not the arrest or detention resulted in conviction, referral, or participation in diversion programs. Department of Justice regulations require, as a minimum, pre-employment investigations consisting of fingerprinting; inquiry to local, State, and national files to disclose criminal records; verification of minimum qualifications (i.e., college transcripts); financial status; previous employment background; and personal interviews to determine applicant's suitability for employment.

The information you furnish will be used to help determine your suitability for employment with the Department of Justice.

**DRUG TESTING
REQUIREMENT**

Applicants for positions in this class series will be required to pass a drug-screening test.

**MEDICAL
EXAMINATION**

Pass/Fail – Pursuant to Government Code Section 1031, persons appointed to a peace officer class shall undergo a medical examination to determine that he or she can perform the essential functions of the job safely and effectively. The medical examination also includes a back x-ray, visual acuity, and color vision tests.

**VETERANS
PREFERENCE
CREDITS**

Veterans Preference Credits will be not be granted in this examination.

CAREER CREDITS

Career Credits will not be granted in this examination

GENERAL INFORMATION

The Department of Justice reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all candidates will be notified.

It is the Candidate's Responsibility to contact the Department of Justice, (916) 324-5039, TDD (916) 952-8396 three days prior to the written test date if he/she has not received his/her notice.

For an examination without a written feature it is the candidate's responsibility to contact the Department of Justice, (916) 324-5039, TDD (916) 952-8396 three weeks after the final filing date if he/she has not received a progress notice.

If a candidate's notice of oral interview or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

Applications are available at the Department of Justice (www.ag.ca.gov), the State Personnel Board (www.spb.ca.gov), and local Offices of the Employment Development Department (www.edd.ca.gov).

If you meet the requirements stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described on the other side of this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, interviews are scheduled in Sacramento, San Francisco, and Los Angeles. However, locations of interviews may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub divisional promotional, 2) departmental promotional, 3) multi departmental promotional, 4) service wide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older list must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin.

Promotional Examinations Only: Competition is limited to employees who have a permanent civil service appointment. Under certain circumstances other employees may be allowed to compete under provisions of Rules 234, 235, and 235.2 State Personnel Board Rules 233, 234, 235, 235.2 and 237 contain provisions regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at departmental personnel offices or at the Information Counter of State Personnel Board offices.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Education Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

If hearing impaired, call the California Relay Service.

1-800-735-2929 (From TDD Phone)
1-800-735-2922 (From Voice Phone)

TDD is Telecommunications Device for the Deaf and is reachable only from telephones equipped with a TDD device.

DEPARTMENT OF JUSTICE
TESTING AND SELECTION UNIT
P.O. BOX 944255
SACRAMENTO, CA 94255-2550
(916) 324-5039